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ADVANCED SERIALS CATALOGING WORKSHOP

INSTRUCTOR MANUAL

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Library of Congress
Cataloging Distribution Service
2002

Revised 2003

Advanced Serials Cataloging Workshop Instructor Manual

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Foreword

The Advanced Serials Cataloging Workshop is the fourth SCCTP course. The course was developed in response to requests from participants in the Basic Serials Cataloging Workshop for a course covering the more advanced aspects of serials cataloging. What Meg Mering and Kristin Lindlan have produced is a comprehensive review of almost every aspect of cataloging a serial! The emphasis here is on print and includes all of the basic concepts of serials that are applied for other media as well, such as the construction of uniform titles, designations, and links. While the Basic course could only touch briefly on each area of the catalog record, Lindlan and Mering have been able to go into depth in many areas, including citations to AACR2, LCRIs, and CONSER practice.

This course was developed to coincide with the revision of AACR2 Chapter 12 and related rules and is compliant with both the rules and LC rule interpretations. Thus, the course not only serves as an excellent review of serials cataloging, but also as an introduction to the new rules and interpretations.

Many people made this course a reality. I want to give a special thanks to Louise Rees and Bridget Clancy for giving the test session in November 2001 and all of their suggestions for improvements.

I also want to extend my appreciation to Jennifer Whitten at PALINET for her support of the test session and to Laura Kimberly and staff at AMIGOS for their help with the train-the-trainer session in New Orleans. Trina Grover at Ryerson University is also to be thanked for all of her hard work in organizing a train-the-trainer session in Toronto that enabled participation by many Canadians.

As an SCCTP course, this workshop is designed to be given by trained SCCTP trainers. The course is also an excellent self study guide and may be used for in-house training. Comments on the materials are most welcome.

To learn more about SCCTP, visit the Web site at: <http://lcweb.loc.gov/acq/conser/scctp/>

Jean Hiron
CONSER Coordinator
Library of Congress

July 2002

Preface

The *Advanced Serials Cataloging Workshop* has been designed to give hands on training for original and complex copy cataloging related issues for all serials, though primarily those in print format. Each of the ten sessions covers a different topic, e.g., sources and titles, notes, major and minor changes. Together the sessions should constitute a comprehensive overview of cataloging serials.

All of the sessions except session 6 have cataloging exercises. Appendix D contains MARC tagging information needed to complete some of the exercises.

The course incorporates the changes to AACR2 Chapter 12 as they pertain to serials and a list of these changes is included in Appendix A.

Please be sure to fill out the workshop evaluation form in Appendix G after you've completed the workshop. Your evaluation and comments will help us to improve the course and will be appreciated.

Instructor's Preface

The *Advanced Serials Cataloging Workshop* has been designed for an optimum class size of under 25. Two trainers are suggested to give the full two-day workshop. All of the sessions, except "Session 6: Series," have cataloging exercises that are included at the end of the session.

Instructors are encouraged to re-arrange slides if necessary to present the material in a way they feel most appropriate. If you do re-arrange the slides, please keep in mind that the participant's printed manual will not be in sync with the slide re-arrangement. The material is arranged in such a way that trainer-led discussion is the most logical, though some parts, e.g., the session 7 exercises, may be done in group discussions.

An imaginary "monster" serial (in Appendix E) covering many of the issues of the workshop can be discussed during each session or can be saved for discussion on the second afternoon. It is a useful tool to bring together many of the issues addressed in the various sessions and it also adds a bit of comic relief!

The suggested workshop schedule for the day is to begin at 9:00 and end by 5:00. The times below are only a suggestion and may be altered depending on group needs. Experience has shown that even two full days are not always enough to cover all of the material and exercises. Thus, depending on the class and number of questions addressed, trainers may need to cut back on some of the sessions and exercises.

FIRST DAY

9:00-9:15	Introduction/logistics
9:15-10:30	Session 1
10:30-10:45	Break
10:45-11:45	Session 2
11:45-12:30	Session 3
12:30-1:30	Lunch
1:30-2:00	Session 3 (cont.)
2:00-3:15	Session 4
3:15-3:30	Break
3:30--4:45	Session 5

SECOND DAY

9:00-9:15	Check-in/review
9:15-10:00	Session 6
10:00-10:30	Session 7
10:30-10:45	Break

10:45-11:30	Session 7 exercises
11:30-12:30	Session 8
12:30-1:30	Lunch
1:30-2:30	Session 9
2:30-3:30	Session 10
3:30-3:45	Break
3:45-4:45	Monster serial and wrap-up

If your workshop is not running on schedule, there is some flexibility built into the exercises, in that you could do a couple during each session and save others for overnight or second day afternoon, time permitting.

Most trainers report having little extra time. However, in the event that you find yourself have extra time on the second day, here are ideas for discussions:

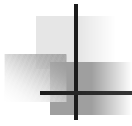
1. You can work on problems workshop attendees have brought from their institutions. It is recommended that you ask if workshop attendees have problems from their institutions ahead of time. Having photocopies of printouts, etc. for each workshop attendee will help involve everyone in solving the problems.
2. Workshop attendees can work on more exercises from sessions 1 through 10. Several of the sessions have more exercises than you will be able to go through in the allotted time.
3. Cataloging and other issues brought up earlier in the workshop can be discussed in more depth.
4. You can lead a discussion on unique problems workshop attendees have with cataloging serials for their online catalogs.

Just as with the other SCCTP courses, please report your training experience to other trainers via the training list (scctp@rs8.loc.gov). And be sure that your workshops have been listed on the SCCTP Web schedule with the appropriate contacts.

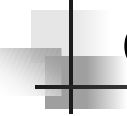
Kristin Lindlan
Meg Mering

July 2002

Revised by Jean Hiron, April 2003



SCCTP Advanced Serials Cataloging Workshop



Goals of the Advanced Serials Cataloging Workshop

- Outline the basic concepts and decision-making associated with cataloging serials, including an overview of all areas of the bibliographic description for serials
- Discuss some common problems in serials cataloging
- Give attendees practice in resolving problems encountered in serials cataloging

2

Outline the basic concepts and decision-making:

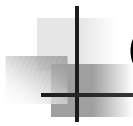
This will include discussing newer concepts associated with the major revision to chapter 12 of AACR2. Examples will be presented as they appear on serial titles or as in the MARC record, whichever is most helpful in a given situation.

Discuss some common problems:

Serials present a variety of challenges that we all encounter in cataloging them (e.g., should a title be cataloged as a serial, monograph, or integrating resource; what is the title as it appears on the serial; what is the main entry; how do you account for numbering problems, etc.).

Give attendees practice:

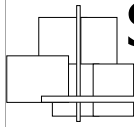
There are exercises in each session (with the exception of the session on series) for the attendees to do. Discussion will enable everyone to benefit from other views on treatment of the same/similar problems.



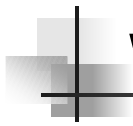
Goals for Participants

- Learn about the changes to Chapter 12 of AACR2
- Share your experience with cataloging serials
- Discuss problems from home

<Instructors: ask the class if they have goals or particular interests other than what's listed on the slide. These can be listed on a flip chart to make sure they are covered or otherwise addressed during the workshop.>



Session 1: What is a serial?



What is a Serial?

- What are continuing resources?
Integrating resources?
- What is now included in the revised chapter 12?
- What is the revised definition of a serial?
- What are the more difficult types of serials to catalog?

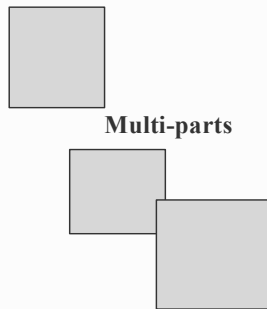
Seriality

- Certain types of bibliographic resources are issued over time, regardless of whether they are finite (i.e., intended to be completed) or have no predetermined conclusion.
- The bibliographic data can change over time.
- Because the bibliographic record reflects the entire work, the level of specificity of some data may be affected by seriality.

“Seriality” is an important concept for the appropriate cataloging of a resource, as well as for the acquisition and internal control of such resources. At the conference held in 1997 in Toronto to review the status of AACR2, Jean Hirons and Crystal Graham presented a paper: “Issues related to seriality.” This became the impetus for a major revision of AACR2 Chapter 12 that resulted in new definitions and the inclusion of rules for the cataloging of resources such as updating loose-leafs and updating Web sites.

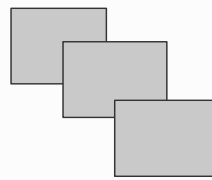
Representation of bibliographic resources in AACR2

Monographs Chapters 2-11



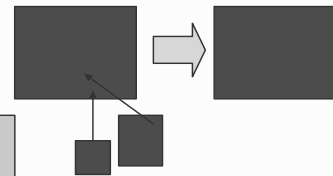
Continuing Resources Chapter 12

Serials



Updates remain discrete

Integrating Resources*



Updates do not remain discrete

* Some integrating resources are finite

This is the current model resulting from the seriality revision process begun at the Toronto Conference. Chapter 12 includes all continuing resources.

Serials have issues or parts that remain discrete; integrating resources have updates that disappear or are “integrated” into the whole.

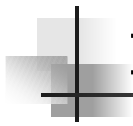


Continuing Resources

- Characteristics
 - Issued over time
 - No predetermined conclusion
- Includes
 - Successively issued resources, i.e., serials
 - Integrating resources

“Continuing resources” is a broad umbrella term that ties together those resources that exhibit a high degree of seriality: serials and integrating resources.

ISSNs will now be assigned to integrating resources, as well as serials.



Integrating Resources

- Added to or changed through updates
 - Do not remain discrete
 - Integrated into the whole
- Examples
 - Updating loose-leafs
 - Updating Web sites
 - Updating databases

Integrating resources will not be covered in this workshop, even though they are now covered in Chapter 12 and have similar characteristics. There is a separate SCCTP workshop on Integrating Resources. Loose-leafs were not previously covered in AACR2, although they were addressed in Adele Hallam's Cataloging Rules for the Description of Looseleaf Publications. 2nd ed. Washington, D.C. : Library of Congress, 1989.

New!

Serials: a revised definition

- A continuing resource that is:
 - Issued in a succession of **discrete** parts,
 - **Usually** bearing numbering, that has
 - **No predetermined conclusion**

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Former definition: A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.

“Discrete” was added to clarify the distinction in updating between serials and integrating resources. Parts can be called: numbers, Hefte, annual volumes, editions, etc.

“Usually bearing numbering.” This was changed to harmonize with ISSN, which doesn’t require numbering and to allow unnumbered series to be considered serials. When cataloging an unnumbered series, the description is based on the earliest title in the series and the author and title are given in the description based on note. This facilitates cataloging as a collected set for issues that aren’t considered important enough to catalog each issue separately as a monograph. Collected set records are not likely to be made for unnumbered series, other than for acquisitions purposes; however, having unnumbered series covered by the rules ensures consistency in the form of series heading and the number of series authority records for major changes.

The change in the last criteria is a softening of the former language, ‘intended to continue indefinitely,’ that may be easier to apply.



Serials

- Examples
 - Journals
 - Magazines
 - Newsletters
 - Electronic journals
 - Continuing directories
 - Annual reports
 - Newspapers
 - Statistical publications
 - Monographic series (numbered and **unnumbered**)

New!

The examples of “what a serial is” were changed to reflect the kinds of serials most commonly encountered, including electronic journals as a specific category.



Expanded Scope of Chapter 12

- Finite resources having characteristics of serials, but with limited duration
 - Newsletters of an event, i.e., a one-time conference
 - Annual, quarterly, etc., reports of projects funded for a specific period of time
- Reprints of serials
- Finite integrating resources

Chapter 12 also covers some finite resources that are to be cataloged using the rules for serials. These include newsletters of a one-time conference, a Web site for an individual conference, and reports of activities of limited duration.

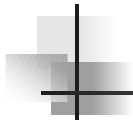
Reprints of serials have been cataloged as serials according to CONSER practice because we want to keep them together with the originals, even though a reprint may be issued at one time. Reprints of serials are now covered by AACR2 12.0A1.

When considering whether a resource that is incomplete is a serial or a multipart, consider the following:

Serials generally cover activities that occur over time (e.g., newsletters, reports, etc.) and thus, could not be issued all at once

Multipart items generally have a defined scope but the resource couldn't be issued all at once or was too big to fit in one volume.

The description of multipart is NOT included in chapter 12 because they are a finite resource and different rules are applied to them. However, finite integrating resources are covered in Chapter 12 because there are no separate rules for them and their description is no different from that of continuing integrating resources.



Finite Resources to be Cataloged as Serials

New!

Example:

Report of activities of short duration:

245 00	Results of the Norwegian Scientific Expedition to Tristan da Cunha, 1937-1938.
260	Oslo : \$b Det Norske videnskaps-akademi, \$c 1946-1968.
362 0	No. 1-no. 55.

13

This is an example of the scientific results of an expedition that can now be cataloged as a serial, instead of as a multipart item. The results were issued in 55 numbers over a period of years long after the expedition.



What is Not a Serial

Resources that:

- Lack discrete parts
 - Integrating resources
- Generally lack numbering
 - Most unnumbered resources are not serials
- Have predetermined conclusions
 - Irregularly revised editions (often several years apart)
 - Multi-volume sets, i.e., multipart
 - Encyclopedias (A-Z)
 - Dictionaries published in more than one volume
 - Collected works of a literary author

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Multipart items have parts and can have numbering, but usually there's a plan for completion, even if that plan takes several decades to complete.



Finite Resources

245 00 **Flora of Australia / \$c Bureau of
Flora and Fauna, Canberra.**
300 **v. : \$b ill. (some col.) ; \$c 26 cm.**
**(This title now has more than 50 volumes and
has been published for more than 20 years)**

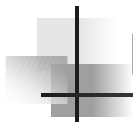
245 00 **Encyclopedia of Africa south of the Sahara / \$c
John Middleton, editor in chief.**
300 **4 v. : \$b ill. ; \$c 29 cm.**
505 0 **v. 1. Abeokuta - Ecosystems – v. 2 Edo - Literacy –
v. 3. Literature - Reunion – v. 4. Rhodes - Zulu.
Index.**

15

These are both examples of multipart items.

The first example has a title that implies a limited scope, even though it has been published for over 20 years.

The word “encyclopedia” in the second example is a good clue that this is probably not a serial; the resource covers the topic from A-Z and is complete in 4 volumes.



More Difficult Types of Serials

- Monograph vs. serial vs. integrating resource treatment considerations (LCRI 1.0)
- Editions
- Conference publications
- Serials in loose-leaf format

16

We will now discuss more difficult types of serials and how to determine the appropriate cataloging treatment.

Exhibition publications act in a similar way to conference publications and the LCRI covers them also.

Serials in loose-leaf format are print serials with holes punched in the pages for filing in a binder, as described in LCRI 1.0.



Monograph vs. Serial Treatment

Considerations at the Local Level

- Standing order or not? Check-in record?
- Only purchase occasional editions?
- Cost of creating check-in records and adding a volume vs. cataloging a new title
- Cost of recataloging as a serial (cancelling monograph records; remarking; reclassing)
- Access wanted for editors, compilers of individual volumes?
- Access: same call number easier with serial

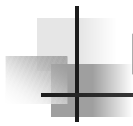
17

Cataloging editions, conference publications, and exhibition publications as monographs or serials is often a local decision based on the needs of your library.

Cataloging a resource as a serial allows a single bibliographic record to represent the resource over time. If you have a standing order for the title, serial treatment may be most cost-effective.

If you only purchase occasional issues (e.g., one year of a conference publication), you may prefer to catalog each year as a monograph so that it's clear in the catalog which year or edition(s) your library has. If a faculty member has edited or compiled one or more volumes and wants personal name access, that may also be a good argument for monographic treatment.

The decision to recatalog monographs to a serial can be costly in processing time and may affect your decision on a change in treatment.



Editions

- Frequently issued editions– catalog as a serial
 - Directories, yearbooks
- Infrequent, often irregular, editions are better cataloged as monographs
 - Textbooks, dictionaries, handbooks, manuals

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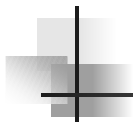
Many reference works, e.g. directories and yearbooks, are issued regularly to keep them up-to-date. They are often identified by a number and the word “edition.” Editions of reference works that are published regularly and often annually (e.g., LCSH, Ulrich’s) do benefit from serials treatment. Sometimes titles are cataloged as serials for convenience, practicality and to save cataloging time, such as LCRI 1.0’s treatment of travel guides.

In LCRI 1.0, publications that are revised on an irregular or infrequent basis are not to be treated as serials. Most textbooks and dictionaries, as well as handbooks and manuals not published regularly, fall into this category.



Editions

- Determine which records are available
 - Serial record available (especially a CONSER one)?
 - Serial records available for earlier and/or later titles?
 - May catalog as a serial



Editions (cont.)

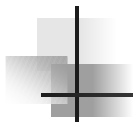
- Monograph record for same issue? No records for other issues?
 - May catalog as a serial, if first issue in hand and it states it will continue to be published
- Monograph records found for multiple issues?
 - May catalog as a serial if you can determine a regular pattern of publication and the title remains constant
 - If titles change with each edition, however, cataloging as a monograph is preferable



Editions

- If copy is not available and typical serials information is lacking (e.g., volume numbering, ISSN, frequency in title, subscription information)
 - Check the introduction, preface or accompanying documentation
 - Any plans to continue publication?

Certain publishers are known for the practice of issuing the first edition of a serial without designation, e.g., Gale and Euromonitor for their directories.



Editions (cont.)

- Check the publisher's Web site
- Consider content and nature of the publication for likely serial treatment
 - Statistics
 - Directories
 - Reports of activities or research



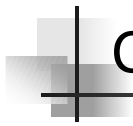
Editions as Serials

245 00	Encyclopedia of associations.
260	Detroit : \$b Gale Research Co., \$c 1961-
310	Annual, \$b 1975-
321	Irregular, \$b 1961-1973
362 0	3rd ed.-

23

This is an example of a resource issued in editions that is appropriately cataloged as a serial because it has been annual since 1975. Before then it was irregular: 3rd ed. (1961); 4th ed. (1964); 5th ed. (1967-68); 6th ed. (1970-71); 7th ed. (1972-73); 8th ed. (1973-74).

When the encyclopedia was irregular, LC cataloged the individual editions as monographs. When it became annual, the encyclopedia was recataloged as a serial .



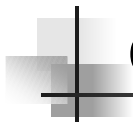
Conference Publications

- Papers, proceedings or transactions of the meetings of the members of a society

110 2	Indiana Horticultural Society. \$b Meeting.
245 10	Annual report of the Indiana Horticultural Society : \$b proceedings of the ... annual session.

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Conference publications fall into two categories: (1) the proceedings of the members of a society; and (2) meetings on a particular topic <next slide>



Conference Publications (cont.)

- Meetings on a particular topic that may be sponsored by an institution or society

111 2	International Bridge Conference.
245 14	The Conference on Bridges official proceedings / \$c the International Bridge Conference ; sponsored by the Engineers' Society of Western Pennsylvania.



Conference Publications as Monographs

- Monograph treatment (LCRI 1.0)
 - If the conference publication has a unique title for each issue on the chief source
 - Usually dedicated to a particular topic
 - Vary from issue to issue and conference to conference
- And/or:
- The conference publication is issued as part of a numbered monographic series

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Use judgment to determine whether thematic or slogan-like phrases constitute unique titles.

Once you've decided to catalog as a monograph or serial based on the first, or earliest held, issue of a conference publication, keep cataloging that way. When there is a main entry or major title change for one cataloged as a serial, consider the publication "new" and decide whether to catalog as a monograph or serial again. Use judgment when changing the cataloging decision and when deciding whether to recatalog earlier issues.

Conference Publications as Monographs

- | | |
|--------|--|
| 111 2 | International Ocean Symposium \$n (5 th : \$d 1980 : \$c Tokyo, Japan) |
| 245 14 | The frontier of the seas : \$b the problems of delimitation : proceedings of the 5 th International Ocean Symposium : November 26-27, 1980. |

27

This is an example of an ongoing conference for which each issue has a subject-related title for that conference and is cataloged as a monograph, according to LCRI 1.0.

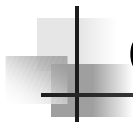
Conference Publications as Monographs

245 10	First IEE/IMechE International Conference on Power Station Maintenance : \$b profitability through reliability : 30 March-1 April 1998 : venue, Heriot-Watt University, Edinburgh, UK.
490 1	Conference publication, \$x 0537-9989 ; \$v no. 452
830 0	Conference publication (Institution of Electrical Engineers) ; \$v no. 452.

28

This is an example of a conference publication that is more appropriately cataloged as a monograph, even though the next publication of the same conference came out two years later with the same name and with the name of the conference treated as the title of the publication. Because this conference publication is also issued in a numbered series, it is desirable to have access to the series and its numbering. If this were cataloged as a serial, the series numbering would be “lost” to the user – whose only citation may be for that series and its number.

This year of the conference had the theme, “profitability through reliability.” Depending upon typography and layout on the chief source for any similar publication, a cataloger might decide that the theme title is the title proper.

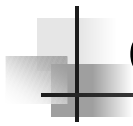


Conference Publications as Serials

- Serial treatment (LCRI 1.0)
 - Meets the criteria for a serial
 - No predetermined conclusion
 - Indication of frequency, etc.
 - Test against the serial definition as you would any potential serial

Note that CONSER/LC practice is to not recatalog issues already cataloged as either monographs or serials but to make a note or link to the earlier record(s).

Exhibition catalogs are also treated similarly, as covered in LCRI 1.0.



Conference Publications as Serials

- Named conference with a stable title

111 2	IEEE Conference on Visualization.
245 10	Visualization : \$b proceedings of the ... IEEE Conference on Visualization.
362 0	1st ('90)-

This is an example of a named conference that occurs annually and has a stable title.

Serials and Updating Loose-leafs

- AACR2 defines an “updating loose-leaf” as:
an integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed and/or substituted

245 00	CONSER editing guide.
250	1994 ed.
300	2 v. (loose-leaf) : \$b ill. ; \$c 28 cm.
500	Replaces all previous base text and updates.

31

Most updating loose-leafs are cataloged as integrating resources. The primary distinction is the frequency in which the base volume is reissued. The CONSER Editing Guide is clearly an updating looseleaf. There has been one new edition in 1994. There are no current plans to issue a new edition (per the editor) and thus, the editions are truly irregular.

However, there are some resources that are updated or that are issued to be filed in a binder that are treated as serials.

Some loose-leaf services include traditional serials, such as a newsletter. In these cases, however, the service itself is usually cataloged, rather than the individual parts, and the service is treated as an integrating resource.

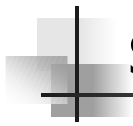


Serials in Loose-leaf Format (LCRI 1.0)

- Catalog as serials:
 - Serials that are issued in loose-leaf format in order to allow for updating in between issues (e.g., an annual that has a new base volume each year and is updated in between issues)
 - Serials that are issued for placement in a binder, where each issue remains discrete

32

Some serials are issued in a loose-leaf format in order to allow for updating in between the regular issues of the serial. Other serials are issued with holes or perforations to allow for filing in a binder. In both cases, these resources are serials, not integrating resources, and should not be confused with updating loose-leaves where the base volume is not regularly reissued.



Serials in Loose-leaf Format

245 00	Board report for graphic artists.
300	v. : \$b ill. ; \$c 30 cm.
310	Monthly
500	Each newsletter is issued with inserted sections called "designer compendium sheets"; intended for chronological filing in a binder.

This is an example of a serial issued in loose-leaf format, where issues are filed chronologically.



Summary

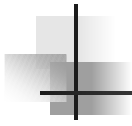
- Definition of serial:
 - Issued in discrete parts; usually has numbering; no predetermined conclusion
 - Now includes unnumbered series
- Scope of chapter 12 has been expanded: serials; ongoing integrating resources; reprints of serials; finite integrating resources; publications of activities of limited duration
- Special types of resources require special practices and considerations

34

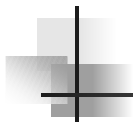
The definition of serial has been slightly revised.

The scope of chapter 12 has been expanded to include all continuing resources, not just serials. Rules for integrating resources appear in AACR2 for the first time.

Editions, conference publications, and serials in loose-leaf format may require a treatment decision before actual cataloging.

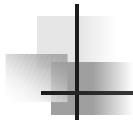


Exercises



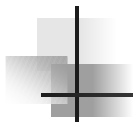
Exercise 1

Catalog this title as a serial, because it has numbering in the title. Although an ISBN appears on the t.p. verso, this does not prohibit serials treatment. Cataloging this almanac as a monograph is also a possibility, e.g., if a library has purchased only this year of the almanac



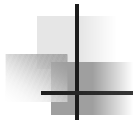
Exercise 2

- Catalog entire publication as a serial.
- Or, catalog each volume as a serial with a part title, e.g., International directory of design. 6, Advertising, graphics & typographic design.
- Or, catalog each edition as a multipart item due to the irregularity of the editions.
- Or, catalog both the main serial and the subserial.



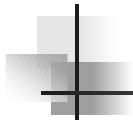
Exercise 3

The proceedings can be cataloged as a serial. This is an ongoing meeting of an association, the numbering of the meeting is given in the title, and the issue lacks a distinctive title. If a library received only one year of the proceedings, it could also be cataloged as monograph.



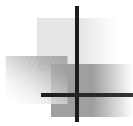
Exercise 4

Serial treatment is preferable for this conference, because of the vagueness of the theme title, “Finding profit in changing times.” According to LCRI 1.0, monographic treatment is preferred: “if a title unique to each issue appears on the chief source. Such unique titles are usually dedicated to a particular topic and vary from issue to issue and conference to conference. Use judgment when determining whether thematic or slogan-like phrases constitute unique titles and, therefore, warrant monographic treatment



Exercise 5

Catalog this conference as a monograph. It has a distinctive title (in fact, there are 4 different titles published for the 13th conference) and is issued in a series, WDK 28.



Exercise 6

Catalog each edition of the Subject Cataloging Manual. Subject headings as an integrating resource, since the editions appear to be irregular. In the past these were cataloged by LC as monographs, but they are now integrating resources. If the editions were published on a regular basis they could be treated as serials, even though each edition is an updating loose-leaf

Session 1: Cataloging Treatment Exercises: Answers

For each of the following examples, determine whether you would catalog the title as a serial, monograph or integrating resource. Specify why the treatment chosen is preferable. More than one answer may be possible for some or all examples.

#1. Catalog this title as a serial, because it has numbering in the title. Although an ISBN appears on the t.p. verso, this does not prohibit serials treatment. Cataloging this almanac as a monograph is also a possibility, e.g., if a library has purchased only this year of the almanac.

On chief source:

PLUNKETT'S
INFOTECH
INDUSTRY
ALMANAC
2001-2002

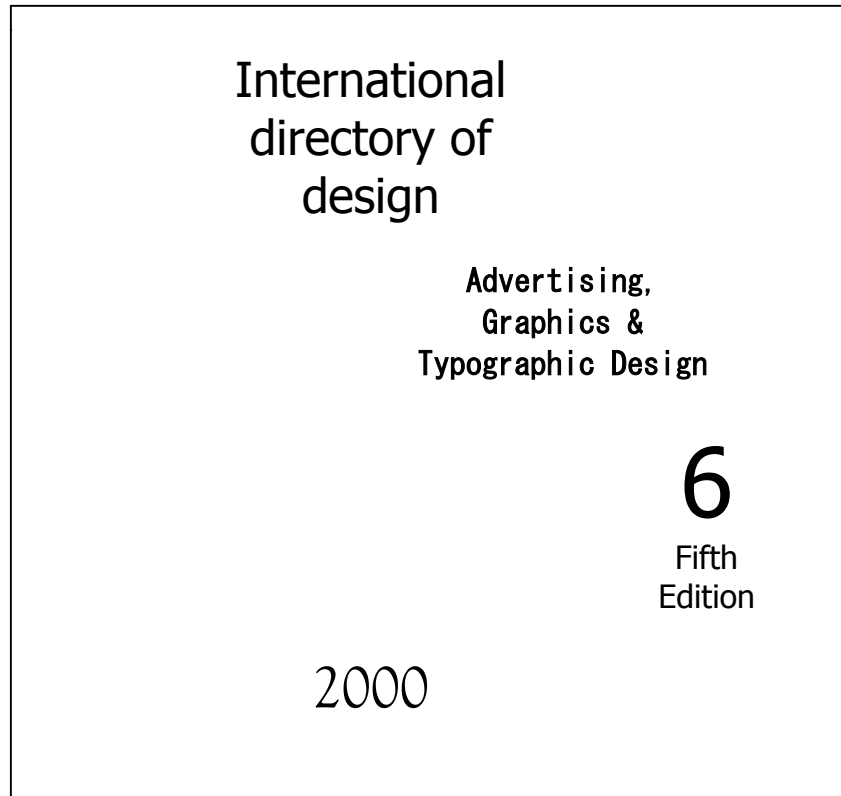
On t.p. verso:

ISBN # 1-891775-15-4

#2. There is more than one option for cataloging this title:

- a. Catalog entire publication as a serial. It is a directory and it has an ISSN. While it is issued in irregular editions, there is a frequency statement that says it's monthly. The 12 parts of the fifth edition are apparently being published monthly during one year.
- b. Or, catalog each volume as a serial with a part title, e.g., International directory of design. 6, Advertising, graphics & typographic design. Note that each part can be purchased separately. This would be a better cataloging decision if a library had a standing order for only one or a few of the volumes.
- c. Or, catalog each edition as a multipart item due to the irregularity of the editions.
- d. Or, catalog both the main serial and the subserial separately.

#2 On chief source:



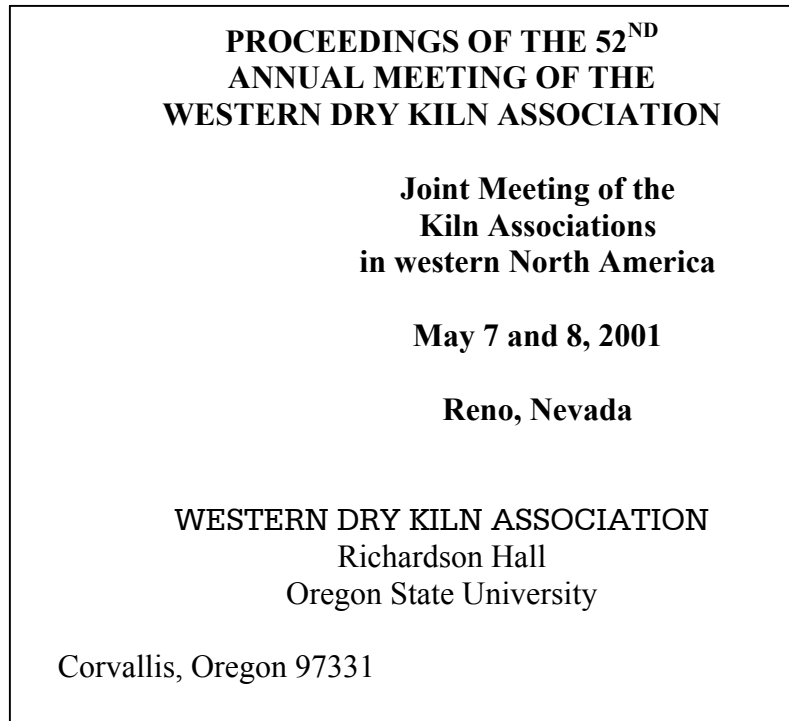
On t.p. verso:

The subscription rate for all twelve volumes is \$594.50 (U.S. dollars) per year.		
ISSN: 1068-7688		
Each of the individual volumes are sold separately. The individual volumes are priced at \$54.95 (U.S. dollars). When ordering specific volumes please reference the appropriate ISBN number for the volume.		
ISBN	SubTitle	
1	1-885225-26-1	Educational Programs
2	1-885225-27-X	Architecture, Urban Planning & Landscape Design
3	1-885225-28-8	Apparel, Fashion & Textile Design
4	1-885225-29-6	Ceramics, Glass & Jewelry Design
5	1-885225-30-X	Periodical Publications
6	1-885225-31-8	Advertising, Graphics & Typographic Design
7	1-885225-32-6	Computer Graphics, Multimedia & Animation
8	1-885225-33-4	Film, Photography, Video, Theatrical & Set Design
9	1-885225-34-2	Professional Organizations
10	1-885225-35-0	Industrial & Product Design
11	1-885225-36-9	Interior & Furniture Design
12	1-885225-37-7	Music, Audio & Musical Instrument Design

Additional information: Each part is issued on a monthly basis; editions are irregular.

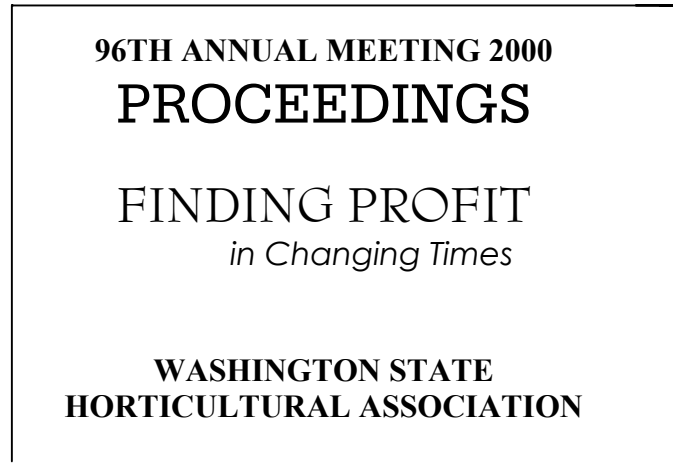
#3. The proceedings can be cataloged as a serial. This is an ongoing meeting of an association, the numbering of the meeting is given in the title, and there is no distinctive title. If a library received only one year of the proceedings, it could also be cataloged as monograph.

On chief source:



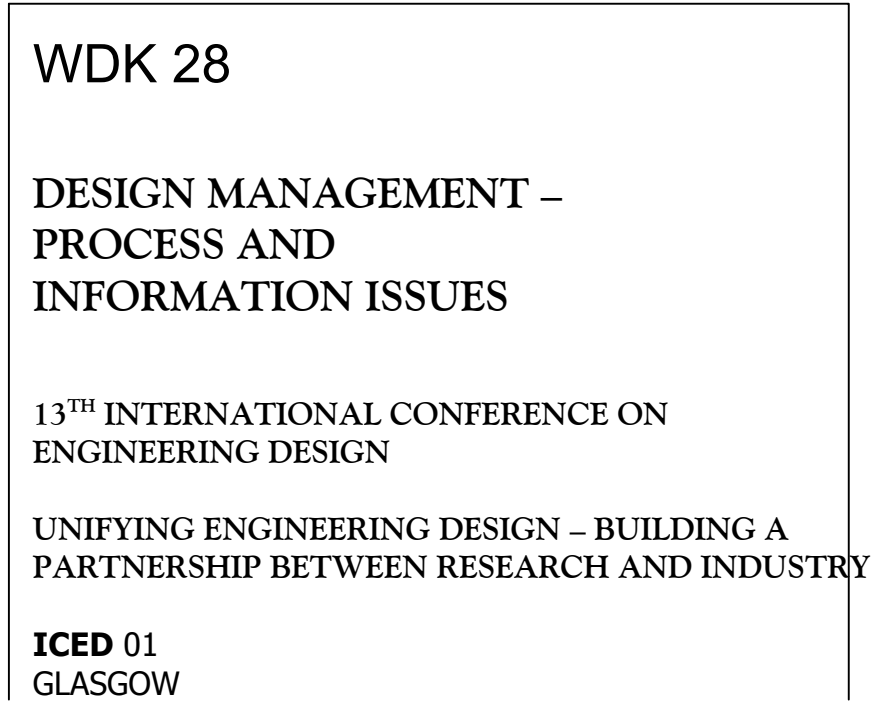
#4. Serial treatment is preferable for this conference, because of the vagueness of the theme title, "Finding profit in changing times." According to LCRI 1.0, monographic treatment is preferred: "if a title unique to each issue appears on the chief source. Such unique titles are usually dedicated to a particular topic and vary from issue to issue and conference to conference. Use judgment when determining whether thematic or slogan-like phrases constitute unique titles and, therefore, warrant monographic treatment"

On chief source:



#5. Catalog this conference as a monograph. It has a distinctive title (in fact, there are 4 different titles published for the 13th conference) and is issued in a series, WDK 28.

On cover:



On page preceding t.p.:

WDK Publications	
WDK 1	Principles of Engineering Design
WDK 2a	Bibliography of Design Science
WDK 2b	Bibliography of Design Science (continued)
...	
WDK 25	Proceedings ICED 97, Tampere
WDK 26	Proceedings ICED 99, Munich
WDK 27	Manual for Design Engineering (Selected Preprint)
WDK 28	Proceedings ICED 01, Glasgow

On t.p.:

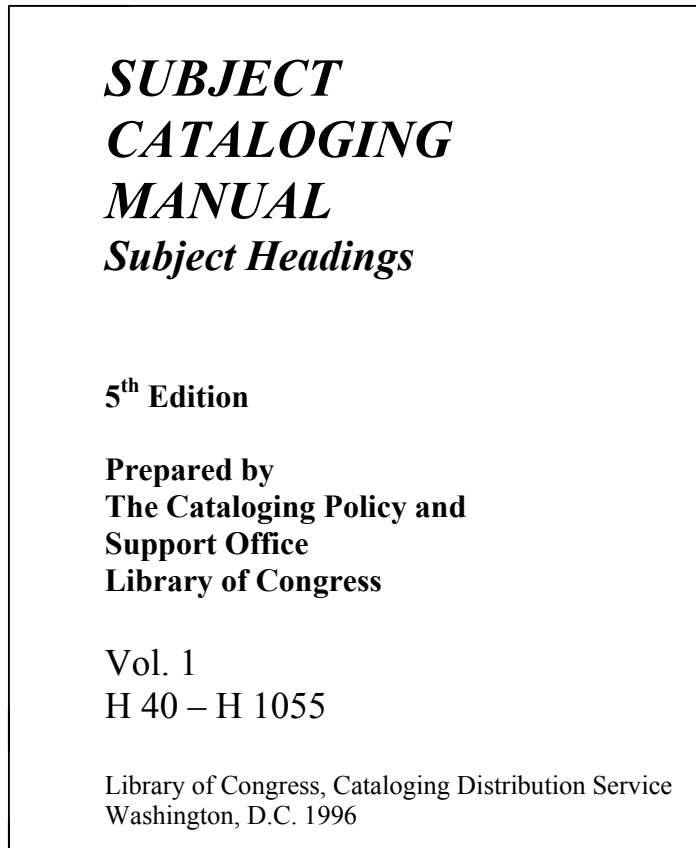


On back cover:

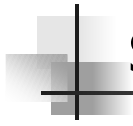
Design Management – Process and Information Issues is one of four books resulting from the contributions to the 13th International Conference on Engineering Design (ICED 01), held in August 2001 in Glasgow, Scotland. The ICED conference series was initiated by Workshop Design-Konstruktion (WDK) in 1981

#6. Catalog each edition of the Subject Cataloging Manual. Subject headings as an integrating resource, since the editions appear to be irregular. In the past these were cataloged by LC as monographs, but they are now integrating resources. If the editions were published on a regular basis they could be treated as serials, even though each edition is an updating loose-leaf.

On chief source:

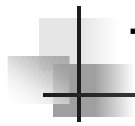


[There are three other volumes: v. 2 H1075-H1200; v. 3 H1205-H1895; v. 4 H1910-H2400. Previous editions were published in 1984, 1985, 1988, and 1991. Each edition is updated by means of loose-leaf pages.]



Session 2: Sources and Titles

- How do you determine the chief source?
- What is the title proper? Why is it important?
- What are the challenges of transcription?
- Is other title information important?
- What is the statement of responsibility?
- When do you give notes and/or added entries for variant titles?



Transcription vs. Identification

- AACR2 is primarily based on transcription
 - You record what you see
- Serials have multiple issues and change over time: identification is more appropriate in some cases
 - Results in some differences from monographic treatment
 - Title transcription is very important
 - Inaccuracies in title are not transcribed
 - Numbering may be adjusted

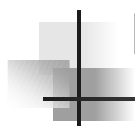
2

Before going into the details of description, let's first think about how serials differ from monographs. AACR2 has been heavily influenced on the cataloging of books, which are static and do not change. For this reason, the rules prescribe careful transcription of information.

Serials, on the other hand, have multiple issues and change over time. It is not possible to carefully transcribe everything one sees and, thus, the cataloger must be careful to record only those elements that apply to the entire serial, rather than an individual issue, and to record data in a manner that clearly identifies the title, numbering, and other elements.

For this reason, the serial rules, particularly as they have been modified in the 2002 revision, allow catalogers to change what they see in some cases. One example of this is inaccuracies in the title. When a title bears an obvious inaccuracy, the cataloger assumes that that inaccuracy will not appear on all future issues, and gives the corrected title in the 245 field with the incorrect title in a note.

The transcription of the title is one of the most important things that a serials cataloger does and we'll be discussing that in this session.



Basis of the Description

- Base the description on the 1st or earliest available issue or part (AACR2 12.0B1)
 - If there is more than one issue in hand, look for changes in subsequent issues that are important and worth noting
- Problems associated with determining first issue:
 - First is based on numeric designation (and not chronology)
 - Premiere, preview and introductory issues

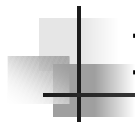
3

Determining from where to take information for a serial is a two-step process and what was once one rule is now two. First you need to decide which issue to use, then where on that issue you will take the title from.

The revised rules recognize that over time serials are described from many issues and there is more emphasis on recording notes for later changes.

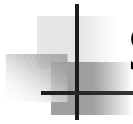
When a change to an existing serial requires creation of a new record, base the description for that record on the first or earliest issue in hand for that title.

When issues are published out of sequence, base the description on the issue with the lowest numerical designation rather than the one with the earliest date.



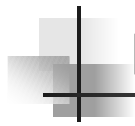
Introductory and Premier Issues

- Bear words such as “introductory” or “premier” issue
- May also be numbered “volume 1, no. 1”
- Base description on this issue, if it is really the first issue



Sample or Pilot Issues

- Bear words such as “trial,” “pilot,” or “sample” issue
- There may be no further issues if not enough interest
- May have numbering (often “volume 1, no. 0”) and dates, dates alone, or no separate numbering or date
- Do not base the description on sample or pilot issues
 - Instead, wait for another issue to be sure that the serial will really be published



Determining the Chief Source

- Print serials (AACR2 12.0B2)
 - Title page, or:
 - Title page substitutes in order of preference: analytical title page; cover; caption; masthead; editorial pages; colophon; other pages (contents, editorial)
 - Always give a note for the source of title when using a title page substitute
 - 500 Title from cover.
 - Less preferred sources are sometimes used in retrospective work when they have a stable title
 - But only if there is no true title page!

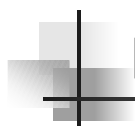
6

The concept of chief source is critical to AACR2. It is generally the page or area from which the title is transcribed. Its selection and the determination of the title are interrelated decisions. If catalogers “know” they are using the same chief source, it provides for consistency in decision-making in cataloging (e.g., knowing when a major change in title has occurred).

What if there isn't a title page? A cataloger often does not have a t.p. with serials and the chief source is therefore a t.p. substitute. Don't use a page that contains only the name of the issuing body as a t.p. if a title is given prominently elsewhere (e.g., cover, spine, etc.). If there is no true title page, it is okay to choose the cover or another page as substitute even if it contains contents or editorial information.

Always give a note for the source of title when you are using a t.p. substitute. The “Title from” note is usually combined with the “Description based on:” note.

When (re)cataloging older titles, covers of individual titles may have been removed. Use volume t.p. if one is available and give a “Title from volume t.p.” note. If there is no volume t.p., punt. Accept copy in the database if it's there.



Multiple Title Pages

- Title covers two facing pages (AACR2 12.0B2.a)
 - Treat as a single t.p.
- Two title pages for different languages of the text (AACR2 1.0H1.d)
 - T.p. with primary language of text
 - Use as title page and treat its title as the title proper; use other as “Added title page”
 - If equal text in two different languages:
 - See priority list of languages in rule

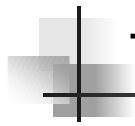
7

When the title stretches over two facing pages, both pages are treated as a single chief source.

If there are title pages for different languages, the title page with the language of the text is treated as the chief source and the other page is treated as an added title page (246 15).

If there is equal text in the languages on two different title pages (one may be inverted with a title page on the back cover), the language used by the cataloging agency determines the chief source that is used. For Canadian publications cataloged according to AACR2, English would be preferred because it is first alphabetically – but perhaps not in Quebec!

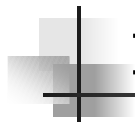
If there is no source with the primary language of the text, follow the list in AACR2 1.0H1.d iii.



Title Proper

- The chief name [i.e., title] of an item, including any alternative title but excluding parallel titles and other title information (AACR2)
- Includes subfields \$a, \$n and \$p
 - Alternative titles (in subfield \$a)
 - Number of part/section (subfield \$n)
 - Name of part/section (subfield \$p)

The title proper is recorded from the chief source. It may be a word, a phrase, an acronym, initialism, the name of a corporate body (in the absence of a title). If there is no title, it may be supplied from a reference source.



Importance of the Title Proper

- Constitutes the main entry when there is no 1xx field
- Is used to determine major changes
- Is used to determine need for uniform title
- Is used in links to other records
- Is used in citations to other sources (A&I services)
- Is used by check-in, binding staff, etc., in their related serials work

Title Proper

- Straightforward title consisting of a word or phrase (\$a)

245 00 Journal.

245 00 Canadian ceramics quarterly.

- Title and alternative title (\$a)
 - Give access to both parts of the title proper

245 04 The bee, or, Universal weekly pamphlet.

246 20 Bee

246 30 Universal weekly pamphlet

10

The majority of serials have a straightforward title, though some serials may have alternative titles or common titles and section titles.

Alternative titles are mostly seen in 19th and early 20th century titles and are rarely used today. An alternative title is a second, dependent title that appears with the first title and is preceded by the word “or” or its equivalent in another language. A comma separates the first part of the title from the alternative title and the first word of the alternative title should be capitalized. The alternative title should not be put in a \$b.

Common title and section titles will be discussed a little later in this session.

Challenges of Transcription

■ Where does the title begin?

New!

- Words preceding the title that may or may not be part of title, e.g., "Welcome to ..." (AACR2 1.1B1)
- Name or initialism of a corporate body may appear in front of title words (AACR2 12.1B3)

245 00 MIT Sloan management review.

245 00 Christmas crafts.

246 3 Better homes and gardens presents
Christmas crafts

500 At head of title: Better homes and gardens

11

Note that rule 1.1B1 says not to transcribe words that are meant to be an introduction rather than part of the title. Words such as "Welcome to" and "Presents" fit into this category.

AACR2 12.1B3 states: "In case of doubt about whether a corporate body's name or an abbreviation of that name is part of the title proper, treat the name as such only if it is consistently so presented in various locations in the resource and/or as found in indexes, abstracts, or other sources."

In the first example, "MIT" precedes the title words on the piece and the cataloger determined it was part of the title proper— after checking other sources in the issue. Publishers are often unaware that the typography on the chief source may require catalogers to determine the title proper to be something other than what the publisher thinks it is.

In the second example, a separate 500 note has been given in addition to the 246. When what appears at head of title is title data, using the 246 field to generate the added entry is sufficient. However, in cases where the omitted phrase is not title data, the use of the 500 note is preferable.

Challenges of Transcription

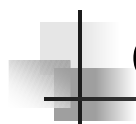
- What to omit from the title (AACR2 12.1B7)
 - Numbers, dates, etc. that are likely to change frequently
 - Names of persons that are likely to change often
 - Distinctive titles (LCRI 12.7B4)
 - Previous titles or titles that have been absorbed (AACR2 12.1B1)

245 08 The ... portrait : \$b regional economic review
and outlook. [year removed]

245 00 Frommer's Australia from \$... a day.
[dollar amount removed]

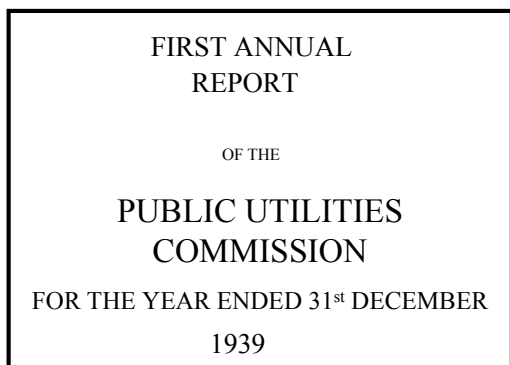
12

In the first example, the year is left out, in the second, the dollar amount.

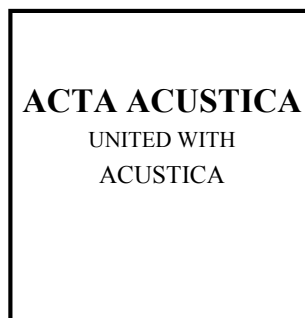


Challenges of Transcription

- Where does the title end?



245 10 Annual report of the Public Utilities
Commission for the year ended ...



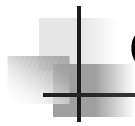
245 00 Acta acustica.

780 05 \$t Acustica

13

In the example on the left, the numbering at the beginning (as we discussed earlier) and the date at the end (31st December 1939) are both removed from the transcription of the title (AACR2 12.1B7)

In the second example, the words “united with Acustica” are not treated as part of the title proper because Acustica used to be a separate serial and has been absorbed by Acta acustica. According to AACR2 12.1B1, if the title includes a statement mentioning an earlier title, title absorbed, etc., that may or may not be grammatically linked to the rest of the title, it is not transcribed as part of the title proper. This is because the statement is likely to disappear on future issues. The relationship is instead given in a linking note (AACR2 12.7B8).



Challenges of Transcription

- Corporate body in title (AACR2 12.1B3)
 - Title words may or may not be connected to name of issuing body
 - Title may be unclear because name of issuing body is in a creative form or logo on t.p.
 - In case of doubt, give name or abbreviation as part of title proper only if it is consistently presented that way in various locations in resource or in indexes, abstracts, etc.
 - In some cases, the title proper will consist of nothing but the name of the corporate body

14

AACR2 12.1B3 states: “In case of doubt about whether a corporate body’s name or an abbreviation of that name is part of the title proper, treat the name as such only if it is consistently so presented in various locations in the resource and/or as found in indexes, abstracts, or other sources.”



Challenges of Transcription

- Corporate body in title (or not)

TYCO INTERNATIONAL LTD. ANNUAL REPORT 2000
245 10 TYCO International Ltd. annual report.

FISHER COMPANIES INC. 1998 ANNUAL
REPORT
245 10 Fisher Companies Inc. ... annual report.

But:

1999 ANNUAL REPORT *Puget Sound Energy*
245 10 Annual report / \$c Puget Sound Energy.

15

Corporate bodies often produce annual reports and they are a good example of the difficulties of transcription.

In the first two examples, the name of the body and the title are presented in the same type face and not separated by any extra spaces, so the corporate body name would be included in the title.

In the last example, the title would be “Annual report” with the name of the corporate body belonging in the statement of responsibility. Even if the corporate name probably preceded the title on the chief source, the different typography would make it the statement of responsibility instead of part of the title.

These different presentations are not as problematic as they used to be, given the new minor change in title rules (which will be explained in session 7).

Challenges of Transcription

- Initialism/acronym vs. full form as title proper (AACR2 12.1B2)
 - Give full form as the title proper when both are presented on the chief source
 - Give initialism as other title information
 - Provide added entry for initialism (LCRI 21.30J)

245 00 Journal of earthquake engineering : \$b JEE. 246 30 JEE
--

This is a rule that was changed to harmonize with ISSN key title rules. Previously, the full form was chosen “unless the acronym or initialism is the only form of title presented in other locations in the serial.” Now, always prefer the full form as the title proper no matter how it is presented elsewhere on the piece.

New!

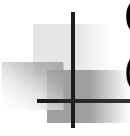
Challenges of Transcription

- Inaccuracies in the title proper (AACR2 12.1B1)
 - Correct obvious typographic errors
 - Give the title as it appears on the resource in a note
 - In case of doubt whether spelling is incorrect, transcribe as found

245 00 Equipment production in developing countries.
246 1 \$i Title appeared on first two issues incorrectly
as: \$a Equipment production in dveloping countries

17

This is an example of LC/CONSER practice being added to the rules. The reason that inaccuracies aren't recorded in the title is that the title proper is used for links and added entries and is meant to represent the entire serial, not just the first issue.



Common Title and Section Title (12.1B4)

- Give common title followed by section or supplement title if:
 - It is a separately published section of, or supplement to another resource, AND:
 - Title proper as presented in chief source consists of title common to all sections and title of the section or supplement, AND:
 - The two parts are grammatically independent
- If they don't appear on any source together, give the section title as the title proper and the common title as a series (AACR2 12.1B6)

18

Consider all presentations of the common title and section title on the title page and preliminaries and if any one gives both, consider that source to be the chief source (LCRI 12.1B4). A cover or other source can take precedence over a title page in this situation.

You may also want to check the authority file as these types of titles or their parts might be monographic series.



Common Title and Section Title

On title page:

JOURNAL OF THE CHEMICAL SOCIETY
Perkin
Transactions I

Catalog record:

245 00 Journal of the Chemical Society.
\$p Perkin transactions I.

19

Section titles are used when multiple titles share the same basic title in \$a.

In this example, there is also a “Perkin transactions II.” Thus, the number I is part of the section title and not a designation of the section, or the numbering of the serial. The title is presented differently in various sources. In the masthead, the title is given as:

Perkin Transactions I

On the contents page, it appears as:

JOURNAL OF THE CHEMICAL SOCIETY
Perkin Transactions I
Organic and Bio-organic Chemistry

(and the title continues the Journal of the Chemical Society. C, Organic, so the last part could be considered the part title if it were on the chief source)

(The running title is:

J. CHEM. SOC. PERKIN TRANS. I)



Common Title and Section Title

On title page:

Pierce County

Wage & Salary
Survey

1996

Catalog record:

245 00 Wage & salary survey.
\$p Pierce County.

20

There are “Wage & salary survey” titles for other counties (singly or together) in the state of Washington, so this is better treated as a “common title, part title” situation and not: “Pierce County wage & salary survey.”

Rule 12.1B4 says to transcribe the parts of the title in a prescribed order, not in the found order.

Common Title and Section Title

BUT: on title page:

JOURNAL OF BASIC ENGINEERING

On other sources: Transactions of the ASME
Series D

Catalog record:

245 00 Journal of basic engineering.
490 1 Transactions of the ASME ; \$v ser. D

21

This example shows there are other parts to the “Transactions”, but it is treated as a series rather than as a common title situation because the common title and section title do not appear on any source together.



Common Title and Designation

On title page:

Indian Journal of Physics

Part A

Catalog record:

245 00 Indian journal of physics. \$n Part A.

Section titles may be labeled as merely a designation, without a corresponding section title, as in this example.

Common Title and Designation

What appears to be a designation may not be one! On title page:

THE JOURNAL
of
the Acoustical Society
Of Japan
(E)

Catalog record:

245 04 The journal of the Acoustical
Society of Japan (E).

23

In this example, the (E) presumably stands for the fact that this journal contains English abstracts of the original papers and letters to the editor that appear in the Japanese edition. There are not other parts to this journal.

Common Title, Designation of Section and Section Title (12.1B5)

On title page:

Journal of the
Chemical Society

C
Organic

Catalog record:

245 00 Journal of the Chemical Society.
\$n C, \$p Organic.

24

Section titles may have a number or part (and which can be called parts, volumes, etc.) and a title for that section indicating its subject matter.

Common Title, Designation of Section and Section Title

On title page:

**PROCEEDINGS OF THE
OCEAN DRILLING PROGRAM**

VOLUME 101
Part A – INITIAL REPORT

Catalog record:

245 00 Proceedings of the Ocean Drilling
Program. \$n Part A, \$p Initial report.

25

In this example, the parts of the title are separated by the volume number. There is another part to this title called “Scientific results,” which lacks the part designation. Its title is “Proceedings of the Ocean Drilling Program. Scientific results.”



Common Title, Designation of Section and Section Title

On t.p.:

NATIONAL ACCOUNTS OF OECD COUNTRIES

DETAILED TABLES

VOLUME II

TABLEAUX DÉTAILLÉS

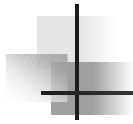
COMPTES NATIONAUX DES PAYS DE L'OCDE

Catalog record:

245 00 National accounts of OECD countries. \$n Volume
II, \$p Detailed tables = \$b Comptes nationaux des
pays de l'OCDE. \$n Volume II, \$p Tableaux détaillés.

26

In this example, the designation of the section is Volume II, which is not the numbering of the issue. The designation is “used” twice, once in the English title proper and once in the French parallel title. Note that the parts of the title may appear in a different order in the title proper than they do on the piece.



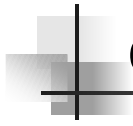
Other Title Information

- Record other title information (AACR2 12.1E1)
 - If it is an acronym/initialism of the title and appears on the chief source
 - If a statement of responsibility or name of publisher and an integral part of the other title information
 - If the title proper is only the name of a corporate body, conference, etc., give a brief addition to explain the title proper (per 1.1E6)

27

Record other title information if:

- It is an initialism
- It contains statement or responsibility
- If is supplied according to AACR2 1.1E6 for name of corporate body or conference as title.



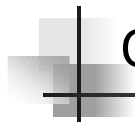
Other Title Information

- In other situations:
 - If important, transcribe in the title proper and statement of responsibility, or
 - Give in a note IF considered important, or
 - Ignore it!
- Change in other title information (AACR2 12.1E2, 12.7B6.2)
 - Give it in a note if other title information was included in the 245 or 500 field

28

Decision process:

- Decide whether a subtitle adds significantly to understanding of the title proper
- Determine whether to put it in title statement or note based on system/OPAC considerations



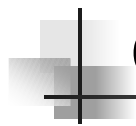
Other Title Information

245 00 Sorui : \$b the bulletin of the Japanese Society of Phycology.

245 00 Flintridge Foundation Awards for Visual Artists : \$ b [catalogue].

The first example illustrates a statement of responsibility embedded in other title information.

In the second example, the title is the name of a corporate body and it needs to be explained (AACR2 1.1E6).



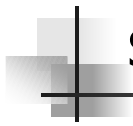
Other title information

245 00 Chronicles : \$b a magazine of American culture.

245 00 Journal of earthquake engineering :
\$b JEE.
246 30 JEE

In the example on top, the title on its own is pretty meaningless and the subtitle provides a statement of the subject of the journal. It could also be given as a quoted note.

In the bottom example, the title consists of a full form and acronym and the acronym is given as other title information.



Statement of Responsibility

- Transcribe those relating to corporate bodies (AACR 2 12.1F1) that appear prominently
- Don't give if it already appears in title proper or other title information, unless it appears separately also (AACR2 12.1F2)
- Rarely give for persons who are editors (AACR2 12.1F3)
 - Give editors in a note if you consider necessary (e.g., for a well-known literary author)
- Don't supply a statement of responsibility

31

The statement of responsibility contains the name of the corporate body responsible for the serial. In order for a phrase to be considered a statement of responsibility, it must appear formally (and not embedded in text) and it must be given on the chief source or other prominent location, i.e., the cover, verso of the t.p., other pages preceding the title page or colophon. When giving it from a source other than the chief source, bracket it in the 245 \$c. If there is no statement of responsibility, don't make it up!

Consider most persons given on serials to be editors or compilers and omit them from the description, as instructed in AACR2 12.1F3. But for a faculty member who edits a journal, you may wish to provide a note and added entry in your local record – but not in the record you input in the national database.



Statement of Responsibility

245 00 S & P 500 ... directory / \$c Standard
& Poor's Corporation.

245 00 Directory of associations of inventors / \$c prepared
by the International Bureau of the World Intellectual
Property Organization = Répertoire des associations
d'inventeurs / préparé par le Bureau international de
l'Organisation mondiale de la propriété intellectuelle.

32

In the first example, the statement of responsibility is added even though S & P appears in the title proper because it is also given on the chief source in a separate statement.

In the second example, the title and statement of responsibility in the same language are paired together, according to AACR2 1.1F10.

Note that once you have a \$c, the parallel title is not subfielded with a \$b symbol nor is the following statement of responsibility subfielded with a \$c symbol. If you're unsure about subfielding in the 245 field, look it up in the CEG or in OCLC or RLIN documentation.



Variant Titles and Title Added Entries (Field 246)

- Access for portion of title or variation in title proper (21.30J/LCRI)
 - Portions of the title proper
 - Alternative titles
 - Section titles
 - Substitution in title proper
- Parallel titles
- Other title information, e.g., acronyms

33

We don't usually make a 246 for other title information, unless it's an acronym.

Variant Titles & Title Added Entries

245 00 Proceedings of the Institution of Mechanical
Engineers. \$n Part F, \$p Journal of rail and rapid transit.
246 30 Journal of rail and rapid transit

245 04 The NUS economic journal.
246 2 National University of Singapore
economic journal

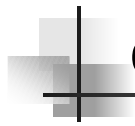
245 00 FAO quarterly bulletin of statistics = \$b Bulletin
trimestriel FAO de statistiques.
246 31 Bulletin trimestriel FAO de statistiques

34

In the first example, a user might think that the part title is the title of the piece. As a result, providing an added entry is critical for searching.

The second example is a cataloger-assigned added entry for the expanded initialism for the name of the corporate body in the title. This may be helpful in keyword searching. You can also provide a spelled-out form of number, symbol, etc.

The third example illustrates providing an added entry (but not a note) for parallel title(s) given in the 245 field.



Other Variant Titles

- Give access to other title(s) on the serial if it:
 - Differs substantially from the title proper
 - Contributes to the identification of the serial
 - Provides meaningful access
 - Is located prominently and is likely to be searched as the title
- May give a note: "Commonly known as:"
(AACR2 1.7B4)

New!

Use judgment in giving access to other title(s) appearing on the serial.



Other Variant Titles

245 04 The skanner \$h [microform].
246 17 Seattle skanner

245 00 Internationale Papierwirtschaft : \$b IPW.
246 30 IPW
246 1 \$i Issues for <2000-> also have title in
English: \$a International paperworld

245 00 Newsletter / \$c American Public Works
Association, Washington State Chapter.
246 13 APWA newsletter

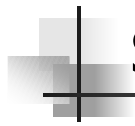
36

These are some representative examples of variant titles.



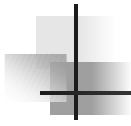
Summary

- Base the description on the first or earliest issue
- Determine the title page or its substitute according to the priority order to ensure consistency in decision-making among catalogers
- The choice of title proper is important for serials: it is used in single entry access files (e.g., for check-in), for determining major changes, in links, etc.
- Record other title information if it contains a statement of responsibility, is an initialism or acronym of the title proper, or if it is supplied according to 1.1E6

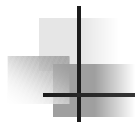


Summary

- Give added entries and/or notes for titles that differ significantly from the title proper if they affect searching and retrieval



Exercises



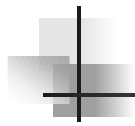
Exercise 1

245 00 Exploring Mercator's world.

246 30 Mercator's world

500 "The magazine of maps, geography, and discovery."

500 Title from cover.



Exercise 2

245 00 Newsletter / \$c Southeastern Archaeological Conference.

246 1 \$i Title on masthead: \$a SEAC newsletter

246 3 Southeastern Archaeological Conference newsletter

500 Title from caption.

[This record would also have a uniform title.]

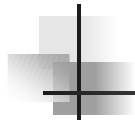


Exercise 3

245 00 SALALM newsletter : \$b publication of the Seminar on the Acquisition of Latin American Library Materials.

246 2 Seminar on the Acquisition of Latin American Library Materials newsletter

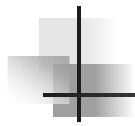
500 Title from caption.



Exercise 4

245 10 Address of state by H.E. the president of the Republic of Indonesia ... before the House of People's Representatives on the occasion of the ... independence day.

[The name may change and the number of the independence day may change, so they're represented by "... " in the 245.]



Exercise 5

245 10 Transactions / \$c North American Wild Sheep
Conference.

500 Title from cover.

[Even though the page following the cover looks like a title page,
there is no real title on it and a title does appear on the cover.
Thus, the cover is used as the title page substitute.]



Exercise 6

245 00 Solutions! : \$b the official publication of TAPPI & PIMA.
246 13 Solutions for people, processes and paper
500 Title from cover.

[The exclamation point signals the end of the title, even though the wording that follows is grammatically linked. The added entry is given to provide access to the title with the additional words.]

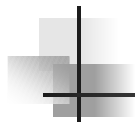


Exercise 7

245 00 Bulletin /\$c Association of Canadian Map Libraries and Archives = Bulletin / Association des cartohtèques et archives cartographiques du Canada.

500 Title from cover.

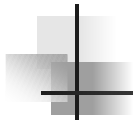
[Note: This record would also have a uniform title.]



Exercise 8

245 00 Schweizerische Zeitschrift für Forstwesen / \$c
Schweizerischer Forstverein = Rivista forestale svizzera /
Società forestale svizzera = Swiss forestry journal / Swiss
Forestry Society.
246 31 Rivista forestale svizzera
246 31 Swiss forestry journal
500 Title from cover.

[This example shows usage of parallel titles in the U.S. using second level of description. It might be different in other countries.]



Exercise 9

245 10 Center : \$b record of activities and
research reports / \$c National Gallery
of Art, Center for Advanced Study in
the Visual Arts.

246 30 Record of activities and research
reports



Exercise 10

245 00 Proceedings of the Institution of Mechanical Engineers. \$n Proceedings part D, \$p Journal of automobile engineering.

246 30 Journal of automobile engineering

246 1 \$i Title on contents page: \$a Proceedings of the Institution of Mechanical Engineers. \$n Part D, \$p Automobile engineering

246 17 Proc Instn Mech Engrs. \$n Part D

500 Title from cover.

Session 2: Sources and Titles Exercise Answers

Construct the title statement (245), including subtitle and statement of responsibility, as appropriate, and source of title note (500), as appropriate, for the following examples. Also indicate any title added entries that you would give in field 246. Use the fields below as needed.

1. 245 00 Exploring Mercator's world.

246 30 Mercator's world

500 "The magazine of maps, geography, and discovery."

500 Title from cover.

[In this case, because Mercator's world is typographically prominent, a title added entry for it is given. The word "exploring" cannot be ignored, however, and is recorded as part of the title.]

2. 245 00 Newsletter / \$c Southeastern Archaeological Conference.

246 1 \$i Title on masthead: \$a SEAC newsletter

246 3 Southeastern Archaeological Conference newsletter

500 Title from caption.

[This record would also have a uniform title.]

3. 245 00 SALALM newsletter : \$b publication of the Seminar on the Acquisition of Latin American Library Materials.

246 2 Seminar on the Acquisition of Latin American Library Materials
newsletter

500 Title from caption.

4. 245 10 Address of state by H.E. the president of the Republic of Indonesia ...
before the House of People's Representatives on the occasion of the ...
independence day.

246

500

[The name may change and the number of the independence day may change, so
they're represented by "... " in the 245.]

5. 245 10 Transactions / \$c North American Wild Sheep Conference.

246

500 Title from cover.

[Even though the page following the cover looks like a title page, there is no real
title on it and a title does appear on the cover. Thus, the cover is used as the title
page substitute.]

6. 245 00 Solutions! : \$b the official publication of TAPPI & PIMA.

246 13 Solutions for people, processes and paper

500 Title from cover.

[The exclamation point signals the end of the title, even though wording coming
after is grammatically linked.]

7. 245 00 Bulletin /\$c Association of Canadian Map Libraries and Archives =
Bulletin / Association des cartotheques et archives cartographiques du Canada.

500 Title from cover.

[The record would have a uniform title to distinguish the generic title. The title is
transcribed twice even though it appears once, because the design of the chief
source makes it clear that it is intended to be read more than once. AACR2
1.1B5]

8. 245 00 Schweizerische Zeitschrift für Forstwesen / \$c Schweizerischer Forstverein =
Rivista forestale svizzera / Società forestale svizzera = Swiss forestry journal / Swiss
Forestry Society.

246 31 Rivista forestale svizzera

246 31 Swiss forestry journal

500 Title from cover.

[This example shows usage of parallel titles in the U.S. using AACR2 second level description. It might be different in other countries.]

9. 245 10 Center : \$b ... record of activities and research reports /\$c National Gallery of Art, Center for Advanced Study in the Visual Arts.

246 30 Record of activities and research reports

10. 245 00 Proceedings of the Institution of Mechanical Engineers. \$n Proceedings part D, \$p Journal of automobile engineering.

246 30 Journal of automobile engineering

246 1 \$i Title on contents page: \$a Proceedings of the Institution of Mechanical Engineers. \$n Part D, \$p Automobile engineering

246 17 Proc Instn Mech Engrs. \$n Part D

500 Title from cover.